FOCUS On Management Information

A Newsletter For Users Of The Management Information Retrieval System

Issue VII

June 2000

Transactional History Leave Accounting File Here Soon!

The new MIRS Leave History file is currently in a testing phase. This new file will contain leave transactional history for the previous 13 leave periods, and will include leave transaction history for employees who have transferred or separated from your department. The type of data in the new file is similar to the data on the California Leave Accounting System (CLAS) B16 screen e.g., leave period, transaction code, and transaction amount. Once testing is complete, an information package containing a MIRS Bulletin, Master File Description (MFD) and Data Element Dictionary (DED) will be mailed to you. In the meantime, please let us know if you have any suggestions for new Leave History common library reports.

Are Your Reports Affected By These Changes?

Report Maintenance

Human Resources management is dynamic and as such rules and policies are constantly changing. When reviewing new PMLs, SCO Personnel and Payroll Letters, PAM and PPM revisions, etc., it is important to determine if reports in your library are affected. A recent example is Payroll Letter 00-008, dated 05/22/00, establishing Party Rate Codes A and B for health and dental benefits. Your library should be searched (use the 'SEARCH' function [F4] on your FOCEXEC Processing Panel) to determine if your MIRS reports include the fieldname PARTY_RT_CD (PARTY) and if a revision to the report is necessary.

PERS is now CalPERS

The field RETIRE_PLAN in COM006 and LEAVE008 has been updated in January to display "CALPERS" instead of "PERS". **Please note** the new field format, A10, on your CSEMPL Master File Descriptions (pink and yellow.)

If you use RETIRE_PLAN in your reports and screen on the value "PERS", you will need to change "PERS" to "CALPERS".

Important Reminder

DO NOT USE THE SAME NAME FOR REPORTS IN YOUR PERSONAL AND DEPARTMENT LIBRARY!

(MIRS Bulletin May 1999, page 2)

When running reports, MIRS will first read your Personal Library, then the Department and lastly, the Common Library. If you have a report that is named the same in your Personal and Department Library, MIRS will read and run the report stored in your Personal Library, **NOT** the Department Library.

MIRS on the Internet – Update!

It's almost here! During the first week of April 2000, surveys were sent to MIRS users to determine how many MIRS customers had access to the Internet/Intranet. We learned that an overwhelming 95% of users have access. Therefore, it is clearly time to move from snail-mail and reproduction to the net. Staff are currently working on the final stages of developing a MIRS Web Page that will include the MFDs, DED, Common Library, newsletters and technical bulletins, along with announcements of upcoming training and system enhancements.

Watch for an upcoming message announcing the release of the MIRS Web page this summer. If you have any questions or concerns please write us at MIRS@sco.ca.gov or call Javier Gloria at (916) 324-7182.

Survey Coming...

Your input is needed! In October 2000, you will be receiving a MIRS customer satisfaction survey. The survey is a valuable customer service tool that can help us meet your ongoing management reporting needs. Please watch for it's arrival!

Reference Sites

Speaking of the Internet...looking for a place to find helpful references? Try the following Web sites:

SCO Personnel/Payroll Letters
www.sco.ca.gov/ppsd/scoltrs
DPA Personnel Management Liaison Memos
www.dpa.ca.gov/statesys/dpa/srchfpml.shtm
Bargaining Unit Contracts
www.dpa.ca.gov/collbarg/contract/bumenu.shtm
SPB Policy Memos (Pinkies)
www.spb.ca.gov/spblaw/pinkiesrd.cfm

Adding/Deleting/Changing Printers

Do you need to add or delete a printer on your printer selection menu? All you have to do is send an E-Mail (MIRS@sco.ca.gov) with the printer ID, description of the printer and a request to have the printer added or deleted from the selection menu.

In order to verify which printers are designated for MIRS, follow these steps:
- Press F6
- Press #5
- Bring the cursor down to the preferred printer (if necessary, Press F8 to scroll down for additional printers) and

press <enter>. When you log off MIRS, the printer change will become the default printer. If the system logs you off, the printer change will not be saved.

Spotlight FOCUS Report

Congratulations to Janet Hand from the **California Highway Patrol** for being our winner for the Spotlight Report contest!   A special thanks to all who participated...the decision was a difficult one as we received many great reports.

Janet's report is used for requests of employment and payroll information from court orders or other legally required verifications from District Attorney offices, IRS, Franchise Tax Board, etc. The report includes regular pay, overtime and other types of pay separated into categories. The person completing the form can simply state "see attached," staple the printout to the verification form and mail it out!

This report will be in the Common Library ($VERIFY) until July 31, 2000. Copy this report into your Department Library so all MIRS users can benefit. **Remember to read the instructions at the top of the report!**

```
PAGE     1

 VERIFICATION OF EMPLOYMENT FOR JOHN A. DOE
   SSN:  555-55-5555 , CLASSIFICATION:  OFCR,CHP
                  UNIT: 155
   ELIGIBLE FOR INCREASE: YES , NEXT INCREASE: 2000/08

    CONTACT PERSONNEL OFFICE AT: (___) ___-____



INFORMATION IS FOR PAYMENTS ISSUED THROUGH 03/10/2000 AND INCLUDES
ONLY THOSE PAY PERIODS INDICATED - REPORT RUN ON 03/15/00


                         PAY              GROSS
PERIOD          EARNINGS PERIOD            PAY
------          -------- ------            -----
YEAR-TO-DATE    BASE PAY 01/2000        $4,648.63
                         12/1999        $4,648.63

TOTAL BASE PAY                          $9,297.26

                OTHER    12/1999          $114.40

TOTAL OTHER                               $114.40

                OVERTIME 01/2000          $231.06

TOTAL OVERTIME                            $231.06
---------------------------------------------------
PRIOR YEAR      BASE PAY 11/1999        $4,648.63
                         ↓etc.
                         03/1999        $4,432.94

TOTAL BASE PAY                         $30,827.65

                OVERTIME 05/1999          $932.01

TOTAL OVERTIME                            $932.01
```

Note: 12/1999 pay period is included in YEAR-TO-DATE since the December pay period warrant is issued January 1.

Note: PRIOR YEAR will include the past 13 pay periods from the most current update schedule.

SPEAKING OF VERIFICATIONS...have you heard of the "Work Number for Everyone?" It is an automated Employment and Salary Verification Service available to State employees. Whether you are buying a house, renting an apartment or buying a car you can use this service to provide immediate employment and salary verification by touch-tone phone for credit and reference requests...24 hours a day...7 days a week. For more information, call Alan Waite, Personnel/Payroll Services Division, at (916) 324-1292.

The SET Command

The **SET** command enables you to temporarily change the default FOCUS parameters. Refer to the FOCUS Users Manual Index (**SET** Command) for more detailed information. The **SET** command **must** be entered before your table request. Here are some examples of the **SET** command you may find helpful:
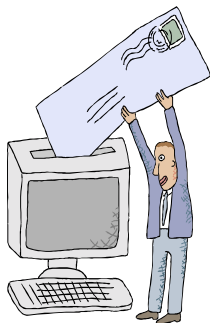
Setting Screen Size
(Chapter 21, page 21-24)

Have you ever wanted to know how many pages are really in a report?

Using the **SET SCREEN = PAPER** command will show you what will actually print on the page. The **SET SCREEN = PAPER** command will force FOCUS to use the default settings for LINES and PAPER parameters to format the screen display.

EXAMPLE:

```
000001  -* COMMENT STATEMENT
000002  SET SCREEN = PAPER
000003  EX COM004
000004  TABLE FILE CSEMPL
000005  HEADING CENTER
000006  "DATA AS OF: <DATADT </2"
000007  PRINT PSNO STATCD
000008  BY DSGN_NAME
000009  BY FULL_NAME
000010  WHERE RECORDLIMIT IS 200
```

Landscape Printing
(Refer to your printer owner's manual to change the printer settings from portrait to landscape)

The **SET** command can be used to change the paper length and lines per page.

- CHANGING PAPER SIZE (Chapter 21, page 21-20)

  SET PAPER = n (where n equals the physical length of the paper used)

- CHANGING LINES PER PAGE (Chapter 21, page 21-18)

  SET LINES = n (where n equals the number of lines to print per page)

You can use the following report to experiment with the **SET** command. Try adjusting the **n** value to see what number works to make your report look best.

EXAMPLE:

```
000001  -* COMMENT STATEMENT
000002  SET PAPER = 51
000003  SET LINES = 45
000004  TABLE FILE CSEMPL
000005  PRINT PSNO STATCD
000006  BY DSGN_NAME
000007  BY FULL_NAME
000008  WHERE RECORDLIMIT IS 100
000009  END
```


To make it easier for you, MIRS now has it's own E-Mail address! Write to us at **MIRS@sco.ca.gov**

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